

Hon. Gerald J. Greenan III, J.S.C.

New York State Supreme Court
9th Floor, Part 32
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Secretary:	Jeffrey Vogel	716-845-7276	jvogel@nycourts.gov
Court Clerk:	Celeste Pilecki	716-845-9420	cpilecki@nycourts.gov

Special Term:

All Motions and Orders to Show Cause shall be made returnable during scheduled Special Term dates and oral arguments shall be conducted **Via Microsoft Teams** unless otherwise scheduled by the Court or upon request with Court approval.

2023: Special Term shall be held pursuant to the following schedule:

2023 SPECIAL TERM DATES*

JANUARY:	1/25	JULY:	7/12 & 7/26
FEBRUARY:	2/8 & 2/22	AUGUST:	8/9 & 8/23
MARCH:	3/8 & 3/22	SEPTEMBER:	9/13 & 9/27
APRIL:	4/12 & 4/26	OCTOBER:	10/11 & 10/25
MAY:	5/10 & 5/24	NOVEMBER:	11/8 & 11/22
JUNE:	6/14 & 6/28	DECEMBER:	12/13

Times for argument will be assigned by the Court Clerk

*This schedule is subject to change by the Court. Please contact the Court Clerk Celeste Pilecki with questions regarding the scheduling of motions.

Use of Email: This Court utilizes email when scheduling pretrial conferences and for other general correspondence. Counsel should ensure that the email address listed in NYSCEF is a valid address, monitored for communications from this Court.

Motions and Orders to Show Cause:

All papers must be e-filed through NYSCEF to be considered by the Court or, for matters **not** recorded in NYSCEF, by emailing the papers to the Court Secretary and the Law Clerk.

Pursuant to 22 NYCRR 202.7, counsel bringing a motion relating to disclosure or to a bill of particulars must affirm that they have conferred with counsel for the opposing party in a good faith effort to resolve the issues raised in the motion.

The deadline for filing papers is to be in compliance with the CPLR, unless specifically authorized by the Court with consent of opposing counsel.

This Court requires the filing of a stipulated statement of uncontested material facts pursuant to 22 NYCRR 202.8-g(c) upon any motion for summary judgment.

Adjournments of Motions will be granted with consent of the parties, subject to approval by the Court, by contacting the Court Clerk.

Conferences:

A preliminary conference will be held within forty-five (45) days of the Court's receipt of a filed RJI. All conferences will be held with the Judge or Law Clerk. Appearances will be conducted virtually via *MICROSOFT TEAMS* unless otherwise directed by the Court. Appearances by telephone are not permitted without explicit permission of the Court.

A one-page summary of the case is required in advance of the conference. Summaries are to be e-mailed to jmombrea@nycourts.gov one week prior to the conference.

Adjournments of conferences will be granted with consent of the parties, subject to approval by the Court, by contacting the Court Secretary or Law Clerk. When contacting the Court Secretary or Law Clerk for an adjournment, please provide **three (3) alternative dates** where all parties are available from which the Court can choose to reschedule the matter.

Orders:

1. **Orders** following motion argument must be submitted via NYSCEF by the prevailing party within three (3) weeks of the Judge's ruling, whether oral or in writing. There must be an indication that the order has been sent to all opposing counsel or *pro se* litigant and that no objection has been received. If no objection has been received within seven (7) days, the Order will be signed without further delay.

2. **Orders of Protection** should be personally presented to the Court Clerk. Applications for an order should include police and/or medical reports, if available, as well as the Protective Registry Information Sheet.
3. **Temporary Restraining Orders** will only be granted where assets are in jeopardy or by consent. TROs must be on notice to opposing counsel, if known. TROs for other Justices will be signed only with the approval of that Justice or Justice's Law Clerk.

Trial Rules:

1. No trial will be scheduled until the Note of Issue filed.
2. An exhibit marking conference will be conducted in person – 2 months before trial and will include:
 - a. Pretrial memo on any issues – 1-2 pages.
 - b. Stipulation to:
 - i. Proposed jury instructions.
 - ii. Witness lists
 - iii. Exhibit lists
 - iv. General stipulations
 - v. Verdict sheet
3. Motions in Limine will be conducted one week prior to trial.
4. Juries will be selected on Thursday and Friday of the prior week.
5. Trials will start on Monday.
6. Post-trial briefs are due two weeks following the close of proof.
7. No adjournments will be granted absent exigent circumstances.
Adjournments will only be granted by Judge Greenan.

Chambers shall be notified immediately by all parties if the action is resolved prior to the scheduled trial date.